



Active Duty Enlisted Advancements



PERS-811 Enlisted Career Progression



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PERS-811 A/B Active Duty Enlisted Advancements Staff



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ACTIVE ENLISTED CAREER PROGRESSION LCPO (PERS-811A)

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ACTIVE ENLISTED ADVANCEMENTS (PERS-811B)

- **Ms. Beth Vaughn (901)874-3217**

ACTIVE ENLISTED SELECTION BOARD SUPPORT (PERS-811F)



PERS-81 ADVANCEMENT FUNCTIONS



- **Administer Navy Enlisted Advancement System**
- **Sponsor for Active Duty Enlisted Selection Boards and Special Boards**
- **Verifying Advancement Eligibility Requirements for Rating Entry and Exam Participation**
- **Primary Advisor to the Board for Correction of Naval Records and Congressional Liaison for Matters**



PERTINENT INSTRUCTIONS & INFORMATION



- **BUPERSINST 1430.16F - ADVANCEMENT MANUAL**
- **NAVAL MILITARY PERSONNEL MANUAL**
- **VARIOUS NAVADMINS**
 - **ADVANCEMENT EXAMINATIONS NOTIFICATIONS**
 - **SELECTION BOARD MEMBERSHIP REQUESTS**
 - **SELECTION BOARD SELECT MESSAGE**
- **SELECTION BOARD PRECEPTS**



ADVANCEMENT EXAMS



200 QUESTION RATING EXAM (3 HOURS ALLOTTED)

Professional Military Knowledge Questions

- E4 - 50 Military Questions
- E5 - 65 Military Questions
- E6 - 85 Military Questions
- E7 - 100 Military Questions



ADVANCEMENT EXAMS



WHY DO RESULTS TAKE SO LONG ?

- Exam Center must receive at least 90% of Navy Wide Answer Sheets prior to results being published
- Grading is completed as answer sheets arrive
- Substitute Exams



ADVANCEMENT EXAMS



EXAM DATES

March

September

PO1 1ST THUR

1ST THUR

PO2 2ND THUR

2ND THUR

PO3 3RD THUR

3RD THUR

**CPO EXAM ALWAYS 3rd THURSDAY OF
JANUARY**



ADVANCEMENT EXAMS



TOP PERFORMER TIR WAIVER

- Up to one year TIR granted at discretion of Commanding Officer.

Waivers are not considered automatic

- For E6-E7 candidates (E5 and E6 Sailors)
- Must be an EP on most recent periodic eval prior to the examination in their current paygrade
- Cannot use “Special” or Transfer” evaluation to establish waiver eligibility
- Must be identified in writing when ordering examinations



ADVANCEMENT EXAMS



Adjustments to Final Multiple Computation for E4-E6

- **Elimination of credit for Length of Service**
- **PMA multiplier increased**
- **Credit for Voluntary Education**



ADVANCEMENT EXAMS



Final Multiple Computation

Exam		Computation	Maximum Points and %		
FACTOR	PAYGRADE		E-4/5	E-6	E-7
Performance	E-4/5	(PMA X 80) - 230	90 (42%)	116 (47.5%)	80 (50%)
	E-6	(PMA X 80) - 204			
	E7	(PMA X 50) - 120			
Standard Score	ALL	Indicated on Exam Profile Sheet	80 (37%)	80 (33%)	80 (50%)
Service in Paygrade	E-4/5	SIPG + 7.5	15 (7%)	17 (7%)	
	E-6	SIPG + 9.5			
PNA Points	E-4/5/6	PNA Points from last 5 cycles	15 (7%)	15 (6%)	
Education	E-4/5	2 AA or 4 BA/BS	4 (2%)	4 (1.5%)	
Awards	E-4/5/6	Values in Adv Manual	10 (5%)	12 (5%)	
Maximum FMS Points Possible			214	244	160



ADVANCEMENT ISSUES



- **BACK DATING AWARDS OR OTHER DOCUMENTS**
 - Not accepted for advancement exam point determinations

- **RECOMPUTATION OF FINAL MULTIPLE**
 - If missed points are discovered after the results are published,
contact your Educational Services Officer (ESO) for correction

- **RESTORATION OF RATE (ADVANCEMENT AFTER REDUCTION IN RATE)**
 - MILPERSMAN 1430-020
 - Must be submitted within a 12 to 36 month period after the
reduction in rate (E4-E6)
 - May not be submitted for multiple NIB's



ADVANCEMENT ISSUES



• **WITHHOLDING OR WITHDRAWING ADVANCEMENT RECOMMENDATIONS**

- **BUPERSINST 1430.16F, paragraph 721**
- **WITHHOLDING** is a temporary delay that can become permanent
- **WITHDRAWING** is a permanent action
- **Administrative action to withhold or withdraw may not be directed as punishment or used as an alternative action to the proper disposition of misconduct**
- **Must be done prior to effective date of advancement**



ADVANCEMENT ISSUES



- **ADVANCEMENT PAY DATE DETERMINATION**

- **E-6 AND BELOW**

- Final Multiple Score determines pay date with highest scores paid first

- **E-7 AND ABOVE**

- Pay date is determined by seniority
- NETPDC receives incremental quotas from CNO by paygrade, not rate. Each rate in a paygrade receives a fairshare distribution across all ratings
- Quotas are processed once each quarter
- Profile sheets are updated for members when their effective date of advancement are determined



ADVANCEMENT ISSUES



- **LOSS OF NEC OR WARFARE DESIGNATION (FORCED CONVERSION)**

- **Sailors that lose their NEC or ability to perform in their designated warfare community, will be forced converted or separated and are not eligible for advancement in current rating**

- **WHO TO CONTACT FOR ADVANCEMENT ISSUES**

- **Your ESO**

- **Your Chain of Command**

- **LBO, CCC, Chief, Department Chief, Department**



ADVANCEMENT ISSUES



• NOTIFICATIONS OF ADVANCEMENT

• E7 and Above

- Results released on BOL concurrently with the release of the NAVADMIN announcing selectees
- Available to Sailors in NKO via advancement profile sheet
- Results and reports available to Educational Services Officer in Navy Enlisted Advancement System (NEAS)
- Enlisted Summary Verification Report (ESVR) is mailed to command



ADVANCEMENT ISSUES



- **NOTIFICATIONS OF ADVANCEMENT**

- **E6 and Below**

- Results released on BOL concurrently with the release of message to command
- Available to Sailor in NKO via advancement profile sheet
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Navy Advancement Center

<https://www.advancement.cnet.navy.mil>



This Web Site is the best source of official information when preparing for an exam!

- **Bibliographies for Advancement**

- Exam specific
- Every question on the exam for which the bibliography is prepared will come from a reference in the bibliography

- **Catalog of Nonresident Training Courses**

- **Advancement strategy guides available**

- **Training Manuals, Nonresident Training Courses & Special**

Publications

- **PQS Information**

- **Verify selection board eligibility**



Active Duty Enlisted Selection Boards



ACTIVE DUTY ENLISTED SELECTION BOARDS



• ELIGIBILITY

- If you have questions about your eligibility, contact your ESO.**
- If your status states "BUPERS Invalid", your command ESO or CCC should contact PERS-811 to verify the reason for the invalidation (voluntary Retirement/Fleet Reserve request, HYT prior to cut off date, etc)**

SELECTEES FOR OFFICER/WARRANT APPTS

- Enlisted members selected for officer appointments (except STA, MECP, and MSCISPP) are ineligible for the E7/8/9 selection boards and must be invalidated by their command**
- Selectee must formally decline the commission and notify PERS-811 and NETPDTC before the date specified on the officer program selection results message to be considered by the appropriate**



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **ELIGIBILITY**

- **FLEET RESERVE**

- **E8/9:** Sailors who submit a request for transfer to the fleet reserve render themselves ineligible if not HYT mandated
 - The member must be on active duty on 1 July of the board year
 - Member is eligible when voluntary request is submitted at the command level
 - Personnel who have an approved or pending fleet reserve and desire consideration must cancel the application not later than 1 February of the board year (commands must validate these members)

- **HYT**

- **E7:** Personnel who exceed High Year Tenure on the first day of the advancement cycle (1 Sep of the board year) are ineligible to take the examination and are not eligible for selection board consideration unless they receive a



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **EARLY CANDIDATES**

- DoDIinst 1304.20 (revised 2005) removed all verbiage that limited services to advancing 10% of “early eligibles”

- **QUOTAS**

- Established and provided by N13 based on end-strength numbers in the different rates and needs of the Navy

- Quotas are not released until the board convenes



ACTIVE DUTY ENLISTED SELECTION BOARDS



• SPECIAL SELECTION BOARDS

- Outlined in BUPERSINST 1430.16F, paragraph 102.d
- Considers individuals not properly considered through the normal selection board process due to circumstances beyond their control
- Normally held annually, or as required
- Eligibility
 - CHNAVPERS is the sole authority for the determination of eligibility
 - Eligibility terminates 9 months after the regular board convened
 - CHNAVPERS may approve the applicant for the next scheduled special enlisted selection board when the applicant was precluded from consideration at the regular selection board, or was considered by the selection board in the incorrect competitive category; and the administrative error was beyond the applicant's control and not the direct or indirect result of the applicant's error, delay, or omission.
 - NOTE: The member shares equal responsibility with their parent command in ensuring their name appears on the eligibility list prior to the board convening. Verify your eligibility at www.advancement.cnet.navy.mil



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **MEMBERSHIP CONSIDERATIONS**

- Board Member composition will be determined by:

- Source Rating

- Demographics of eligible candidates

- before the board, taking into consideration:

- Race

- Gender

- Geographic Location

- Community (i.e. type aircraft, SPECWAR)

- Special Qualifications

- Number of records to be reviewed

- Prior Board Experience



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **BOARD COMPOSITION**
 - **President (is a Voting Member)**
 - **Ensures compliance with precept**
 - **Voting Members**
 - **Master Chief Petty Officers**
 - **Officers**
 - **Warrant Officers**
 - **Recorders**
 - **Provide admin support**
 - **Senior Chief Petty Officers**
 - **Chief Petty Officers**



ACTIVE DUTY ENLISTED SELECTION BOARDS



• PANEL MAKEUP

- Approximately 20 panels for record review:**
 - 1 - O-5 (and a LDO/CWO on large panels)**
 - 3-10 - Master Chiefs**
 - Related Ratings and Special Qualifications Where Possible**

Admin Panel
Panel

Surf Hull/Eng

Aviation Panel
Intel/Crypto Panel

Aviation Maintenance Panel
Avionics Panel

Seabee Panel
Spec

War Panel
IT Panel

Supply



ACTIVE DUTY ENLISTED SELECTION BOARDS



• BOARD PROCESS

- MUSTER**
- MCPON BRIEF**
- IN BRIEFS AND TRAINING**
- BOARD IS SWORN IN**
- DISCUSSION OF CRITERIA FOR SELECTION**
- ASSIGN RECORDS RANDOMLY WITHIN PANELS**
- RECORD REVIEW**
 - SCORE RECORDS**
 - DELIBERATE**
- DEVELOP SLATE AND BRIEF**
- TANK (PRESENT SLATE TO BOARD MEMBERS FOR VOTING)**

AFTER BOARD ADJOURNS:

- COMPILE RESULTS FOR PRESENTATION TO CNP**
- CALL OUT WITH CNP & MCPON**
- RESULTS ARE RELEASED VIA NAVADMIN**



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **BOARD PROCESS**
- **TANKING**

- Final stage of the selection process
- Panel presents the slate to the board for approval
- Final selections are voted and approved by Board membership in the tank
- Enlisted boards confirm/not confirm panel recommendations
- Briefs are gender neutral and do not identify candidates being briefed



ACTIVE DUTY ENLISTED SELECTION BOARDS



• TOOLS OF THE BOARD

• PRECEPT

- Convening order to the board President**
- Provides approved membership and quotas**
- Provides specific guidance from the Chief of Naval**

Personnel:

- Best and fully qualified definition**
- Deck plate Leadership**
- Proven and sustained superior performance**
- Demanding sea duty and overseas billets**
- Non-traditional, combat-related, nation-building**
- Education and Professional Development**



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **TOOLS OF THE BOARD**

- **PRECEPT**

- **Best and fully qualified definition**

- **Competency and Skill**

- **Knowledge of rate**

- **Impact to the command**

- **Teaching, mentoring, upholding standards**

- **Communication skills**

- **Comprehension of Naval heritage and history**

- **Anti-Terrorism and Force Protection**

- **Language, Regional Expertise and Culture**



ACTIVE DUTY ENLISTED SELECTION BOARDS



• TOOLS OF THE BOARD

• PRECEPT

- Best and fully qualified definition (cont.)**
- Recruiting, Recruit Division Commanders, Instructors (w/MTS)**
- Collateral Duties (esp. command-wide)**
- Overseas and Arduous Duty**
- Individual Augmentation (IA)**
- Favorable consideration to those who display
superior performance on an IA, even if
outside of
normal career path. Not all IAs are equal,
but all**



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **TOOLS OF THE BOARD**

- **PRECEPT**

- **Area Tours**

- Multiple tours in same homeport not a detractor if billet progression shows growth of responsibility

- **Adverse Information**

- if event occurred within the last five years it must be briefed to the entire board if member is recommended for selection



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **WHAT IS THE BOARD LOOKING FOR?**
 - **EVALS/FITREPS Source Document**
 - Member's average against reporting senior's average
 - Break out among peers
 - **Promotion Recommendation**
 - Consistent? Improving? Declining?
 - One of one versus competitive peer group
 - **Description of Duties**
 - Job scope, Leadership and level of responsibility
 - Impact of Position on Command Mission
 - Difficult/Arduous Duty? Increased Responsibilities?
 - **Professional Maturity and Experience**
 - History of Assignments (normal sea/shore rotation)



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **WHAT IS THE BOARD LOOKING FOR?**
 - **EVALS/FITREPS Source Document**
 - **PERFORMANCE NARRATIVE**
 - **Comments separating Candidate from Peers!**
 - **Performance of Primary and Collateral Duties**
 - **Does Documentation of Performance support Marks and Promotion Recommendation?**
 - **Qualitative and Quantitative Comments Concerning Candidates Contributions to Unit Mission, Morale and Retention**



ACTIVE DUTY ENLISTED SELECTION BOARDS



• WHAT IS THE BOARD LOOKING FOR?

• Warfare Qualifications

- If at a command where you warfare designators can be attained, it is a requirement to qualify

• Special Qualifications

- NAC, MTS, ATS, EOOW or CSOW

• Awards

- Personal awards in current paygrade carries more weight

• Education - Schools, Courses, etc

• Community Service (leadership roles)

• Collateral Duties (especially command level)

- i.e. Career Counselor, DAPA, CMEO, CAT, CTT, DCTT, CDB, (indicator of initiative, leadership and contribution to command)



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **COMMON STRENGTHS**

- **LEADERSHIP AT SEA**

- Documented mentoring
 - Increasing scope of responsibility
 - Documented throughout your eval or FITREP

- **Qualifications and Collateral Duties**

- Command impact

- **Challenging Assignments (Sea/Shore)**

- Instructor Duty
 - Recruiting Duty
 - Recruit Division Commanders
 - Rating community impact (Detailer/ECM, etc.)
 - Special Duty (DEVGRU, SPECOPS/SPECWAR, etc.)
 - Productive Individual Augmentee (IA)
 - FDNF



- Strong recommendations for promotion to CPO, SCPO, MCPO

- Strong Breakout among peers in large groups is better than a 1 of 1 ranking

•FCPOA & CPOA Mess/Induction season involvement

• RECENT AWARDS IN PAY GRADE



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **COMMON STRENGTHS**

- **SAILORIZATION**

- Positively Impacting retention and Sailors' growth

- **DEPLOYMENTS/IA CLEARLY STATED IN
NARRATIVE**

- **COMMUNITY INVOLVEMENT**

- Participation good but leadership position in a community service

- organization is better

- Sustained throughout the career with service provided impact

- statements

- **DIVERSE SEA / SHORE ROTATION (FFG, CVN,
OCUNUS SHORE, LHA)**



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **COMMON EVALUATION OR FITREP
WEAKNESSES**

- **ADVERSE MATTER IS POORLY EXPLAINED OR
BURIED IN THE WRITEUP**
- **PROMOTION RECOMMENDATION AND
WRITEUP
CONTRADICT EACH OTHER**
- **CREATIVE COMMENTS WHICH DO NOT
DESCRIBE
POTENTIAL FOR ADVANCEMENT**
- **EVAL/FITREP CONCENTRATES ON TECHNICAL
ASPECTS**



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **WHAT IS THE BOARD LOOKING FOR?**

- Taking all of these things in to consideration, what is the candidate's POTENTIAL to serve in the next higher pay grade?



ACTIVE DUTY ENLISTED SELECTION BOARDS



FAQ - “I HAVE FAILED TO SELECT MULTIPLE TIMES, I AM FULLY QUALIFIED IN ALL AREAS REQUIRED BY MY COMMUNITY, COMPLETED TWO IA ASSIGNMENTS AND RECRUITING DUTY. WHAT AM I MISSING?”

- **REQUEST A CAREER DEVELOPMENT BOARD (CDB)**
- **Order your PSR and Microfiche Record/CD (www.bol.navy.mil)**
- **Ensure the below items are in your service record:**
 - **Eval/FITREP continuity**
 - **Awards**
 - **Education Information**



ACTIVE DUTY ENLISTED SELECTION BOARDS



• CORRESPONDING WITH THE BOARD

• Letters to the Board

- Letters addressed to the President from eligible candidates
- May include anything eligible candidate feels should be in presented to the board

• No Third Party Correspondence

• Paper Documents

- Do not send originals, they will not be returned
- Do not send duplicates of items already in service record
- Do not highlight items on your documents mailed
- Include your FULL SSN on each page submitted
- Documents forwarded to selection boards do not update official records (adhere to the appropriate procedures to update record with missing



ACTIVE DUTY ENLISTED SELECTION BOARDS



- **CORRESPONDING WITH THE BOARD**

- **Letters to the Board**

- **MAKE SURE CORRESPONDENCE IS MAILED BEFORE LAST**

- DATE FOR SUBMISSION REFLECTED IN THE NAVADMIN**

- **Could take 3-4 weeks to process a package due to volume**

- **MAILING ADDRESS**

- NAVY PERSONNEL COMMAND**

- CUSTOMER SERVICE CENTER**

- PRESIDENT FY10 ACTIVE (E*) ENLISTED SELECTION**

- BOARD # XXX**

- 5640 TICONDEROGA LOOP BLDG 768 RM E302**

- MILLINGTON TN 38055**

XXX - ACTIVE DUTY BOARD NUMBERS:

E9 - 210

E8 - 235

E7 - 360



ACTIVE DUTY ENLISTED SELECTION BOARDS



•CORRESPONDING WITH THE BOARD

- If another member's information is in your record, contact PERS-3 to have it removed and include a letter explaining the issue in your submitted package**
- If you are missing something from your record, NPC will not contact you requesting a replacement document(s)**
- Packages are NOT required. If your record is complete you do not have to submit a package**



ACTIVE DUTY ENLISTED SELECTION BOARDS



FY-09 SELECTION PERCENTAGES

<u>Boards</u>	<u>Eligible</u>	<u>Selected</u>	<u>Percent</u>
MCPO	3,097	353	11.40
SCPO	12,568	1356	10.79
CPO	19,738	4,021	20.37



ACTIVE DUTY ENLISTED SELECTION BOARDS



FY-10 SELECTION BOARD PACKAGES DUE DATES

MCPO/SCPO	30 January 2008
CPO	15 May 2008

**Packages must be postmarked by these
dates**



QUESTIONS ?